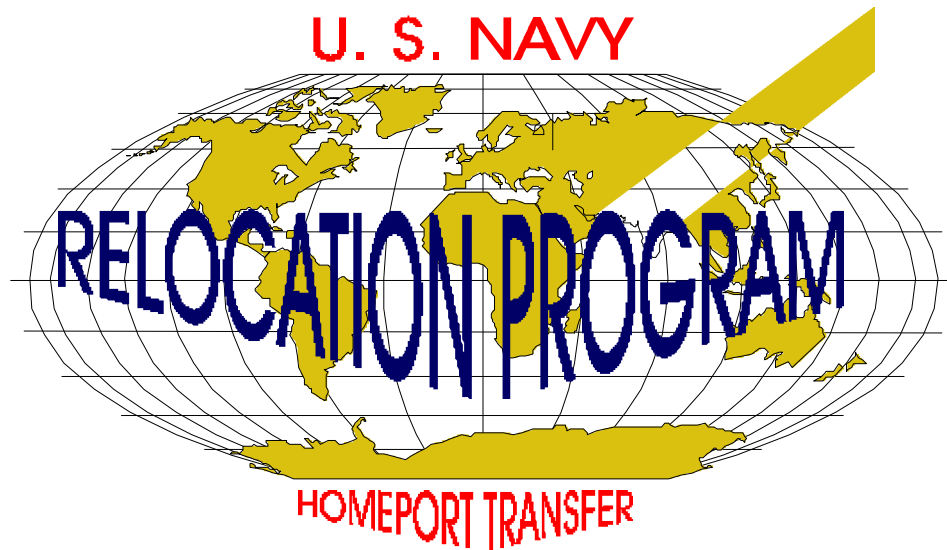


COMMAND HOMEPORT TRANSFER KIT

TRANSFER IMPLEMENTATION PACKETS (TIPS)





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HOMEPORT TRANSFER FAIR

DISCUSSION: The purpose of the Fair is to maximize the use of time and resources for the Command, its crew and their family members as well as to the many personnel and other support services. The simple concept is to coordinate the availability of support services in a single unified event that is focused on the Homeport Transfer needs of crew and family members.

ISSUES

RECOMMENDATIONS

- | | |
|---------------------|---|
| Maximize Attendance | <ul style="list-style-type: none">◆ Use announcement flyers and other techniques to promote the concept that attendance is a matter of self-interest.◆ Provide adequate time off for crew members.◆ Locate site easily accessible to family members.◆ Provide child care services, transportation, parking and refreshments, etc.◆ Combine with a social event — make it fun. |
| Scheduling | <ul style="list-style-type: none">◆ Schedule at a time close enough to the transfer event so that crew and family members will have a degree of urgency to attend to these matters.◆ There must be sufficient time remaining prior to the transfer to complete activities initiated during the fair.◆ Should be completed prior to the Advance Team travel to the new homeport. |
| Facilities | <ul style="list-style-type: none">◆ Must be large enough to comfortably accommodate all participants.◆ If outdoor site, have alternate bad weather plan. |
| Advance Team Booth | <ul style="list-style-type: none">◆ The Advance Team should set up a "booth" at the fair. This will provide an opportunity to get direct input from crew and family members regarding the types of information and concerns they have about the new homeport. |

**MORE
ON
OTHER
SIDE**

HOMEPORT TRANSFER FAIR

RECOMMENDED SERVICE PROVIDERS TO ATTEND FAIR

- ◆ Legal Services
- ◆ Medical and Dental
- ◆ Navy Relief Society
- ◆ PSD
- ◆ Chaplain
- ◆ MWR
- ◆ Family Service Center

RECOMMENDED SUPPORTING ACTIVITIES

- ◆ Publish Aggregate Homeport Transfer Interview Results
- ◆ Conduct the Homeport Transfer Workshop



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INTERVIEWING CREW/FAMILY MEMBERS

DISCUSSION:
Each crew

ISSUES

RECOMMENDATIONS

- | | |
|--------------------------------|---|
| Interviewers | ◆ If possible, use a single interviewer. Another approach would be to use the XO for officers and family members, the Command Master Chief for enlisted crew and family members. |
| When to conduct the interviews | ◆ As early in the process as possible. Preferably before the Fair in order to determine any special considerations for Fair activities and most certainly before the Advance Team travels to the new homeport. |
| Interview Setting | ◆ If possible, the interviews should be conducted in a private place. Interviews of crew members with families should be conducted as a joint interview and at a location convenient to the family. |
| Major Issues | ◆ Bottom-line is to determine the crew member's military options such as: voluntary or involuntary transfer; reenlistment possibilities; extension or "early-out" options. |
| General Issues | ◆ The interviewer should be prepared to discuss or to make an appropriate referral on a wide range of topics. For the most part these issues will be addressed at the Fair. |
| Use of Interview Data | ◆ The interviewer should let the interviewee(s) know how the interview responses will be used by the command.
◆ If parts or all of the interview is considered confidential, the interviewer must make sure that the information is maintained in an appropriate manner. |



TIP



USE OF VOLUNTEERS

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ISSUES

RECOMMENDATIONS

Tasks To Assign	<ul style="list-style-type: none">◆ Distribution of Announcements and other forms.◆ Homeport Transfer Fair Activities (Child Care, Refreshments, etc.)◆ Members of Advance Team.◆ Workshop facilitator or assistant.◆ May be source of first hand information on new homeport.
Selection Criteria	<ul style="list-style-type: none">◆ Realistic and positive attitude◆ Ability to communicate.◆ Credibility and rapport with peers.◆ Reliability
Management Considerations	<ul style="list-style-type: none">◆ Provide well-defined tasks related to their skills/interests.◆ Supervise them (possibly by the Command Ombudsman)◆ Provide orientation/training on the Homeport Transfer process.◆ Find means of providing recognition and rewards.
POTENTIAL PROBLEMS	<ul style="list-style-type: none">◆ If not used properly, their time can be wasted resulting in negative attitudes that can be transmitted to crew and/or family members.◆ Lack of experience may make them liable to make mistakes or inadvertently convey misinformation.◆ Some may not share the command's level of expectations and enthusiasm regarding commitment to and ownership of tasks.



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FORWARD DETACHMENT (DET)

DISCUSSION: Very often new personnel assigned to a command will be awaiting the arrival of the command at the new homeport. While awaiting the arrival of the command these personnel are generally assigned as general labor force for assignment by the base Installation. It is recommended that the transferring command take the initiative to task these personnel prior to the arrival of the transferring command.

ISSUES

RECOMMENDATIONS

Protocol	<ul style="list-style-type: none">◆ Contact the installation CO to request that personnel assigned to the command be considered as an Advance Det to the command.◆ Establish a point of contact with the senior individual within the Advance Det to coordinate tasking.
Tasking	<ul style="list-style-type: none">◆ Prepare living quarters in terms of general cleanup.◆ Provide assistance to Advance Team.◆ Serve as point of contact with Installation Relocation Assistance Coordinating Committee and/or Family Service Center.
Team Building	<ul style="list-style-type: none">◆ If available, send members of the Advance Det any items that will help identify them with the command, i.e., baseball caps with command logo, T-shirts with logo, etc.
Benefits	<ul style="list-style-type: none">◆ Members of the Advance Det will have meaningful tasks to complete; rather than serve as an excess labor force to the base installation.◆ Advance Team will have personnel resources in support of their tasking.



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FORWARD DETACHMENT (DET)

DISCUSSION:
Very often new personnel

ISSUES

RECOMMENDATIONS

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